

# DISTRICT RURAL DEVELOPMENT CELL

## JALPAIGURI Z.P

UNNAYAN BHAVAN  
SHIBAJI ROAD HAKIMPARA  
P.O.& DIST- JALPAIGURI (W.B.)  
PIN-735101

PHONE NO.: -03561-230673

FAX: -03561-226989

E-MAIL - [pddrdc-jlp@nic.in](mailto:pddrdc-jlp@nic.in)

Employment Notification No-38 /Estt./DRDC

Dated, Jalpaiguri, the 08.08.2016

### NOTICE

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the vacancies mentioned below is purely on contractual basis in the Office of the Project Director, District Rural Development Cell, Jalpaiguri Zilla Parishad, Jalpaiguri under the supervision of the District Level Selection Committee, Jalpaiguri

The examination / Test of the below mentioned posts will be held in a particular date and time which shall be fixed and conducted by the District Level Selection Committee, Jalpaiguri in due course of time.

Application is to be addressed to "The Project Director, District Rural Development Cell, Jalpaiguri Zilla Parishad, Unnayan Bhavan, Shibaji Road, Hakim Para, Jalpaiguri, PIN-735101". The application is liable to be cancelled for not furnishing any necessary particular / documents and for any sort of defect in filling up the application form and also for any error / omission to follow the instruction stated herein after.

**One can apply for 01(One) vacant post of any 02(Two) vacant post**


Sl No	Name of the Post & No of Vacancy	Minimum Educational qualification	Experience , Others qualification	Age Limit	Remuneration Per Month
1	Accountant Vacancy-2(Two) <b>01-SC</b> <b>01-UR</b>	B.Com	At least 03(Three) years experience of working with the Government / Government under taking / Autonomous body / Non Government Organization.	18 -40 years	Rs.15,425=00
2	Data Entry Operator Vacancy-1(One) <b>01-UR</b>	Madhyamik or equivalent	1) Data Entry Speed of 8000(Eight Thousand) Key Depression per hour on Computer (15 Mins / 10Mins test), 2) Knowledge in Bengali Software	18-40 years	Rs.12,411=00

### IMPORTANT GUIDELINE

- 1) Above engagement is purely on contract basis for the period of 01(One) year and contract may be renewed on the basis of satisfactory performance.

P. T. O.

- 2) Download the application form and other related information from the website <http://jalpaiguri.gov.in> and taken print out on A4 size paper.
- 3) Read all the instructions in the information before filling up the application & using only Black / Blue dot pen for filling up the application.
- 4) Application format should be filled up by candidates own hand writing and reach latest by 09/09/2016 up to 04.00p.m. to "Office of The Project Director, District Rural Development Cell, Jalpaiguri Zilla Parishad, Unnayan Bhavan, Shibaji Road, Hakim Para, Jalpaiguri, PIN-735101" by only registered post with AD.
- 5) The envelope containing application must be super scribed at the top "Name of the Post applied for"
- 6) All the photo copies of necessary testimonials should be self attested and also 02(Two) passport size colour photographs 01(One) should be pasted in the application & other 01(One) to be attached with application.
- 7) 01(One) self addressed envelope of the size of 25 cm. X 11 cm. With postal stamp of Rs.40=00only should be enclosed with the application.
- 8) Those who are already engaged in Govt. / Semi Govt. service should produce No Objection Certificate from competent Authority.
- 9) Candidates, whose application will be found not in order, will not be allowed to appear in the exam and District Level Selection Committee will bear no responsibility to inform.
- 10) Application reaching the Office of The Project Director, District Rural Development Cell, Jalpaiguri Zilla Parishad, Jalpaiguri, after the last date & time i.e. 09/09/2016 after 04.00p.m. shall not be considered, even though the same are posted well in advance.
- 11) The District Level Selection Committee reserves the right to make shortlist of the successful candidates through exam process and shall have the full discretion to fix the minimum qualifying marks for the all post notified above.
- 12) Relaxation of age limit as per Government rules.
- 13) Canvassing in any form is strictly prohibited and may result in cancellation of candidature
- 14) Candidates will be informed later for written, Skill test and viva-voce
- 15) In case of any dispute, the decision of the District Level Selection Committee shall stand final.

  
Project Director, DRDC, Jalpaiguri

&


Member Secretary, DLSC, Jalpaiguri

Dated- Jalpaiguri- 08.08.2016

Memo No III (7) /01/II /DRDC

Copy forwarded for kind information to:-

- 1) C.A. to The District Magistrate, Jalpaiguri
- 2) The Additional Executive Officer, Jalpaiguri Zilla Parishad, with request to arrange to upload this in the Zilla Parishad website.
- 3) The Senior Superintendent of Post Office, Jalpaiguri Division, Jalpaiguri
- 4) The DICO, Jalpaiguri
- ✓ 5) The DIO, NIC, with request to arrange to upload this in the District website
- 6) Office file
- 7) Office Notice board

  
Project Director, DRDC, Jalpaiguri

&

Member Secretary, DLSC, Jalpaiguri

## APPLICATION FORMAT

POST APPLIED FOR: \_\_\_\_\_ Category:- \_\_\_\_\_

To  
The Project Director,  
District Rural Development Cell,  
Jalpaiguri Zilla Parishad,  
Unnayan Bhavan, Shibaji Road,  
Hakim Para, Jalpaiguri, PIN-735101



Sir,

I beg to apply for the post of \_\_\_\_\_  
in your Office and I beg to submit my particulars as per prescribed format, given below:

1. Full Name (In Block Letter) :
2. Name of the Father / Husband :
3. Date of Birth : DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_  
(Give Self-attested supporting document)
4. Actual Age as on 01.01.2016 : DD \_\_\_\_\_ MM \_\_\_\_\_ YYYY \_\_\_\_\_
5. Sex (Male / Female) :
6. Nationality :
7. Religion :
8. Address (Permanent & Present with :  
PIN Code)

a) Permanent: (Capital Letter)

b) Present: (Capital Letter)

9. Contract / Telephone No :

10. Email ID :

11. Educational Qualification :  
(Give Self-attested supporting document)

Name of the Examination	Subject	Name of the Board /University	Year of Passing	Marks obtained	Percentage of marks (%)

12. Others Course, if any :  
(Give Self-attested supporting document)

Name of the course	Duration of the course	Details of the Course

13. Do you any knowledge in Computer :  
(Give attested supporting document)

14. Are you a Govt. servant- Yes/No, If yes, :  
Give details

Sl No	Name of the department / organization	Designation	Date of joining	Date of resignation	Period of service (DD/MM/YY)

I, \_\_\_\_\_ hereby declare that, all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false at any stage, my candidature is liable to be cancelled,

Date:

Yours faithfully

Place:

\_\_\_\_\_  
(Full Signature of the candidate)

Enclose: